



E N G
Student Policy

v1.1 — 2026

THE TOTOR STANDARD

Totor is 'dedicated to the dedicated'

The five requirements for studying with Totor Music Institute are:

1. A genuine thirst for knowledge
2. An open mind
3. Consistency in lessons and practice
4. Willingness to follow specific instructions in a specific order
5. A solid work ethic

Totor Music Institute reserves the right to determine if a student is a good fit for Totor's teaching style and to discontinue a student relationship at any time.

J Punctuality

Being on time is non-negotiable — treat every session like a concert call or a recording session. Totor calls the student directly via Microsoft Teams at the agreed time. Please be ready, instrument in hand, connection tested, before the call arrives.

Technical Readiness

The student is fully responsible for the proper functioning of their equipment before each session: microphone, camera, audio, internet connection, and instrument. Your bass must be tuned and ready before the session begins. Technical issues on the student's side do not extend the session time.

Required Software

Students must have the following apps installed on at least one device before their first session: iReal Pro and SuperMetronome (paid version). If you have any questions or blockers regarding installation, please reach out to Totor before your lesson.

Scheduling — Weekly & Bi-Weekly Plans

Weekly and bi-weekly plans are scheduled on a fixed recurring slot: same day and same time every week or every two weeks (e.g. every Tuesday at 4 PM, or every other Thursday at 6 PM). Any exception must be agreed upon by both parties in advance.

Cancellation Policy

Cancellations made less than 24 hours before a scheduled session will be charged in full. This policy exists to respect both parties' time and commitment. Emergencies are handled on a case-by-case basis at Totor's discretion. We always try to move the class to a different time before canceling it.

Recording Policy

Video recording of sessions is strictly prohibited for confidentiality reasons. Audio recording is permitted and encouraged to support your practice. Lesson documents and materials will be provided by Totor when necessary. Taking notes during sessions is strongly encouraged.

Commitment & Practice

Consistent practice between sessions is essential. Students are expected to complete assigned exercises and arrive prepared. Progress is a shared responsibility — Totor provides the roadmap, the student puts in the miles.

YOUR COMMITMENT

By taking a lesson with Totor Music Institute, the student agrees to have read and accepted all of the above conditions.

Totor Music Institute — totormusicinstitute@gmail.com