



SCHOOL OF
AROMATHERAPY
AND NATUROPATHIC
EDUCATION

School Policies & Procedures

The School of Aromatherapy and Naturopathic Education (hereinafter referred to as “we,” “our,” or the “School”) provides the websites <https://sanehk.thinkific.com> and <https://www.sane.hk/> (collectively, the “Website”), including all educational content, courses, and related services (collectively, the “Services”).

By accessing or using the Website, you agree to be bound by the following Terms and Conditions (the “Terms”). If you do not agree to any part of these Terms, you must not use or access the Website or its Services.

Age Requirement

You must be at least 18 years old to use this Website. By accessing or using the Website, you confirm that you meet this age requirement.

Use of Website and Educational Content

The School and its instructors own all intellectual property rights in the Website and all educational materials. All rights are reserved unless expressly stated otherwise.

You may, for personal educational purposes only:

- View Website content
- Temporarily download pages
- Print Website materials

All such use is subject to these Terms and Conditions.

Artificial Intelligence and Content Modification Restrictions

The Website and its educational materials may not be copied, rewritten, or modified using artificial intelligence or any automated tools.

Sharing, selling, or republishing our materials (including any modified versions), whether created manually or with the assistance of artificial intelligence, constitutes copyright infringement and may result in legal action.



Prohibited Use Without Permission

Without prior written consent from the School, you may not:

1. Republish or redistribute any Website content
2. Sell, rent, or license any materials or access to the Website
3. Reproduce or duplicate content for commercial purposes
4. Edit, modify, or create derivative works from any Website materials

We have created original and comprehensive educational materials for our students and expect that this work will be respected. No Website or course content (including images) may be shared, sold, or used for commercial purposes without permission.

If you access materials through a user account, you may not share your login credentials or account information with others. Accounts are for individual use only. The School reserves the right to disable any user account at its sole discretion and without prior notice.

Account Usage Rules

You may not use the Website or its content to:

1. Engage in any unlawful activity
2. Encourage or assist others in unlawful conduct
3. Violate any applicable laws or regulations
4. Infringe intellectual property rights of the School or third parties
5. Harass, abuse, or discriminate against any individual or group
6. Submit false or misleading information
7. Upload viruses, malware, or other harmful code
8. Collect personal information of other users
9. Engage in spam, phishing, or similar activities
10. Use the Website for improper or unethical purposes
11. Interfere with Website security features or other users' access

If you violate these Terms, the School may take appropriate action, including but not limited to:

- Suspending or terminating your access
- Blocking your IP address
- Contacting your internet service provider



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- Pursuing legal remedies

Limitation of Liability

Your use of the Website is at your own risk. The Website and all educational materials are provided on an “as is” and “as available” basis without warranties of any kind, whether express or implied.

We do not guarantee that the Website will be uninterrupted, secure, or error-free. We reserve the right to remove content or terminate access at any time without prior notice.

The School (including its employees, affiliates, and contractors) shall not be liable for any damages arising from your use of the Website or educational content, including but not limited to loss of profits, loss of data, or replacement costs. This limitation also applies to any issues arising from the use of essential oils, aromatic materials, or other substances discussed in the courses.

Essential Oil Safety

Our educational content involves essential oils and aromatic materials. You are responsible for their safe and proper use.

We recommend consulting a qualified aromatherapist or healthcare professional trained in aromatherapy before using essential oils, particularly if you have allergies, medical conditions, are pregnant, or are breastfeeding. Any use of materials discussed in the course is at your own risk.

Some jurisdictions do not allow certain exclusions of liability. In such cases, our liability shall be limited to the maximum extent permitted by law.

Educational Services and Purchases

All educational services are priced in Hong Kong Dollars (HKD). Prices are subject to change without notice. The School reserves the right to modify or discontinue the Website or Services at any time without liability.



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We may refuse enrollment at our discretion and may limit enrollments per person or household. If an enrollment is modified or canceled, we will attempt to notify you using the contact information provided.

You agree to provide accurate, current, and complete information and to update your account information as necessary. Credit card information is encrypted during transmission. Providing false information may result in legal action or claims for damages.

Please refer to our Student Withdrawal and Dismissal Policy for further details.

Payment and Billing

Failed Payments: If a payment attempt fails, we may automatically retry and/or manually process the charge. Course access will be suspended until payment issues are resolved.

Discount Policy: Discounts cannot be applied retroactively after purchase. Please confirm all promotions prior to completing payment.

Refund Policy

Once course enrollment is confirmed, it cannot be changed to another course or canceled.

All fees paid are non-refundable, and course places are non-transferable.

Please carefully review the course information before enrolling.

Third-Party Professional Standards and Certification Disclaimer

Course content is designed in accordance with the educational standards and guidelines of the National Association for Holistic Aromatherapy (NAHA). Our instructor is a NAHA-certified aromatherapist, and the School holds NAHA Business Membership.

However, the School is not currently a NAHA Approved School. Therefore, this course is not officially certified by NAHA, and completion of the course does not directly grant NAHA certification or membership.

Students who wish to apply for NAHA membership or professional credentials must submit their own application to NAHA and meet all applicable requirements in effect at that time. NAHA is an independent organization and retains sole discretion over



membership or certification decisions. The School does not guarantee any third-party certification, membership, or application outcome.

Certificate Issuance Conditions

Students must fulfill all course requirements established by the School in order to receive a certificate of completion. These requirements include, but are not limited to:

- Completion of all designated course units and learning materials
- Submission and successful completion of all assignments, assessments, or examinations (if applicable)
- Achievement of the School's minimum passing standards
- Full payment of all applicable fees
- Compliance with these Terms and all School policies without violation

Certificates will only be issued upon satisfactory completion of the above requirements. The School reserves the right to review student performance and determine eligibility for certification.

If a student violates these Terms, engages in academic misconduct (including plagiarism, impersonation, or unauthorized use of another person's work), or has their account suspended or terminated for violations, the School reserves the right to refuse issuance of or revoke a certificate without refund.

A certificate represents completion of the School's course requirements only and does not constitute a government license, medical qualification, or automatic third-party certification or membership.

Student Submissions and User Content

By submitting assignments, forum posts, blog responses, or other materials ("Submissions"), you grant the School the right to edit, copy, publish, distribute, and use such Submissions in any medium without compensation or response.

Submissions may be modified to meet technical requirements or transmitted across networks. We may monitor, edit, or remove content that we consider unlawful, offensive, or in violation of intellectual property rights or these Terms.

You are responsible for the accuracy of your Submissions. The School is not liable for user-posted content.



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Privacy Policy

We collect and use your personal data for processing admissions, registration, administration, verification, research, statistics, and direct marketing purposes. We may also collect personal data to comply with legal and statutory obligations.

Failure to provide personal data may prevent us from providing services. We may share and transfer personal data to instructors and authorized third parties who provide services related to the stated purposes. All such data will be treated as strictly confidential.

Under the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal data. Applicants may opt out of receiving direct marketing communications at any time.

Copyright Protection

We respect intellectual property rights and expect users and students to do the same. We will remove infringing content and may disable accounts of repeat infringers, including removal of students from courses without refund.

Copyright Complaints

If you believe that content on this Website infringes your copyright, please provide:

1. Identification of the copyrighted work claimed to be infringed
2. Identification and location of the infringing material
3. Contact information (phone, address, email)
4. A good faith statement that the use is unauthorized
5. A statement under penalty of perjury that the information is accurate and you are authorized to act
6. A physical or electronic signature

Contact: sanehk.aroma@gmail.com

General Legal Terms

1. **No Waiver** – Failure to enforce any provision shall not constitute a waiver of future enforcement.



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2. **Entire Agreement** – These Terms and other published policies constitute the entire agreement between you and the School.
3. **Severability** – If any provision is deemed unenforceable, the remaining provisions shall remain in effect.
4. **Modifications** – We may revise these Terms at any time without notice. Updated Terms take effect upon publication.



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學校政策與程序

自然療法及芳療教育學院 (以下簡稱“我們”、“本院”或“學院”) 提供網站 <https://sanehk.thinkific.com> 及 <https://www.sane.hk/> (以下統稱“本網站”) ，包括所有教育內容、課程及相關服務 (以下統稱“服務”) 。使用或訪問本網站，即表示您同意遵守以下條款與條件 (以下簡稱“條款”) 。若您不同意本條款的任何內容，請勿使用或訪問本網站及其服務。

年齡要求

您必須年滿 18 歲方可使用本網站。透過訪問或使用本網站，您確認符合此年齡要求。

網站及教育內容使用

自然療法及芳療教育學院 (以下簡稱“我們”或“學院”) 及其授課導師擁有本網站及所有教育資料的知識產權。除非另有明確說明，否則保留所有權利。

您可以為個人教育目的：

- * 查看本網站內容
- * 暫時下載頁面
- * 打印網站內容

以上行為須遵守本條款與條件。

人工智慧及內容修改限制

本網站及教育資料不得使用人工智慧或任何自動化工具進行複製、重寫或修改。



共享、銷售或重新發布我們的材料 (包括任何經修改的版本) — 無論由人工還是人工智慧協助創建—均屬侵犯版權行為，學院將依法追究。

未經許可的行為禁止

未經學院書面許可，您不得：

1. 重新發布或再分發任何網站內容
2. 銷售、租賃或授權材料或網站訪問權
3. 出於商業目的複製或重製內容
4. 編輯、修改或衍生任何網站材料

我們為學生創建了原創且完整的教育內容，並期望此作品獲得尊重。未經許可，任何網站或課程內容 (包括圖片) 不得分享、出售或用於商業用途。

我們致力提供高品質的芳香療法教育，幫助您建立扎實的知識基礎與個人實踐經驗，以便與他人分享。在發展您自身專業能力的過程中，請勿複製或重製本院的原創教材與內容。

若您透過用戶帳號登入本網站以訪問教材或其他內容，不得與他人共享您的登入憑據或帳戶資料。帳戶僅限於個人使用。本院可酌情隨時禁用任何用戶帳號，且無需另行通知。

帳戶使用規定

您不得使用本網站或其內容從事以下行為：

1. 從事任何非法活動
2. 鼓勵或協助他人從事非法行為



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3. 違反任何適用法律、法規或條例
4. 侵犯知識產權，包括本院或第三方的權利
5. 騷擾、虐待或歧視任何個人或群體
6. 提交虛假或誤導性信息
7. 上傳病毒、惡意軟件或其他有害代碼
8. 收集其他用戶的個人資訊
9. 從事垃圾郵件、釣魚或類似活動
10. 利用網站進行任何不當或不道德用途
11. 干擾網站安全功能或其他用戶使用

若您違反上述條款，本院有權採取適當行動，包括但不限於：

- * 取消或暫停您的訪問權限
- * 阻止您的 IP 地址
- * 聯繫您的網絡服務提供商
- * 依法追求其他法律救濟

責任限制

您使用本網站風險自負。本網站及所有教學材料均按“原樣”及“可用”提供，不提供任何明示或暗示保證。

我們不保證本網站將不間斷、安全或無錯誤。我們保留隨時刪除內容或取消訪問的權利，無需提前通知。



自然療法及芳療教育學院 (包括員工、附屬機構及承包商) 對您因使用本網站或教育內容而可能產生的任何損害不承擔責任，包括但不限於利潤損失、數據丟失或替代成本。此責任範圍亦包括使用課程中討論的精油、芳香材料或其他物質所產生的任何問題。

精油安全

我們的教育內容涉及精油及芳香材料。您需對安全和正確使用這些物質負責。我們建議在使用精油前，諮詢合格芳療師或受過芳香療法訓練的醫療專業人員，尤其在存在過敏、疾病、懷孕或哺乳情況下。任何使用課程中討論的材料均由您自行承擔風險。

某些司法管轄區不允許責任排除，因此我們的責任將限於法律允許的最大範圍。

教育服務及購買

我們的教育服務以港幣計價，價格可能隨時變更而不另行通知。學院保留隨時修改或取消網站或服務的權利而不承擔責任。

我們可酌情拒絕報名申請，並可能限制每人或每家庭的報名人數。如修改或取消報名，我們將嘗試使用您提供的聯絡方式通知您。

您同意提供準確、最新及完整的資料，並及時更新帳戶信息。信用卡資料在傳輸過程中經過加密。提供虛假信息可能導致法律追訴或要求賠償。

請參閱我們的學生退學及解雇政策以獲取更多資訊。

付款與計費

支付失敗：如付款未成功，我們將自動重試，並可能手動處理收費。在支付問題解決前，課程訪問權限將暫停。

折扣政策：折扣不得在購買完成後追溯應用，請於購買前確認優惠。



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退款政策

課程報名一經確認，不可更改為其他課程或取消。

已支付的費用不可退還，課程名額不可轉讓。

請您在報名前仔細閱讀網站上的課程信息，以便做出充分考慮。

第三方專業標準及認證聲明

本院課程內容依據 National Association for Holistic Aromatherapy (NAHA) 之教育標準與建議指引設計。本院導師為 NAHA 認證芳療師，且本院持有 NAHA 商業會員資格。

然而，本院目前尚未成為 NAHA 官方認可學校 (NAHA Approved School) 。因此，本課程並非 NAHA 官方認證課程，完成本院課程亦不直接授予 NAHA 認證或會員資格。

學生如欲申請 NAHA 會員或專業資格，須自行向 NAHA 提交申請並符合其當時有效之所有規定及審核要求。NAHA 為獨立機構，對任何會員或認證申請擁有最終決定權。本院不保證任何第三方機構之認證、會員資格或申請結果。

證書發放條件

學生須符合本院規定之所有課程要求，方可獲頒課程完成證書。該等要求包括但不限於：

1. 完成所有指定課程單元及學習內容
2. 提交並通過所有作業、評估或考試 (如適用)
3. 達到本院規定之最低合格標準
4. 全額繳清所有相關費用
5. 遵守本條款及學院所有政策，且未有違規紀錄



證書僅在學生完成並通過上述要求後發放。本院保留審核學生學習成果及決定是否符合發證資格之最終權利。

如學生違反本條款、涉及學術不誠信行為（包括抄襲、代考或未經授權使用他人作品）、或帳戶因違規被暫停或終止，學院有權拒絕發放或撤銷已發出的證書，且無需退還已繳費用。

證書僅代表學生已完成本院課程要求，並不構成任何政府執照、醫療資格或自動獲得任何第三方機構認證或會員資格。

學生提交及用戶內容

當您提交作業、論壇帖子、博客回應或其他材料（以下稱“提交”）時，您授予學院在任何媒介上編輯、複製、發布、分發及使用該提交的權利，無需補償或回應。

您的提交可能會為符合技術要求而進行修改或跨網絡傳輸。我們可能監控、編輯或刪除我們認為非法、冒犯性或違反知識產權或本條款的提交。

您提交的內容應遵守以下要求：

1. 不侵犯第三方權利（包括版權、商標、隱私等）
2. 不含非法、虐待或粗俗的材料
3. 不含電腦病毒或其他惡意軟件
4. 不使用虛假電子郵件或誤導性身份信息

您對提交內容的準確性負責，學院對任何用戶發布的內容不承擔責任。

隱私政策

我們會收集和使用您的個人數據，用於處理您的入學申請，以及註冊、行政、驗證、研究、統計和直接營銷的目的。我們也可能收集個人信息，以滿足法律、政府和法定義務。



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若不提供個人數據，可能無法提供所需服務。我們可能會與學院及培訓師和/或為我們提供與上述目的相關的服務的授權第三方共享和轉移您的個人數據。在所有這種情況下，數據將被嚴格保密。

根據《個人數據（隱私）條例》規定，申請人有權要求訪問和請求更正其個人數據。希望修改其數據的申請人應填寫規定的表格並提交給自然療法及芳療教育學院。申請人可隨時選擇退出接收我們的直接營銷材料。

版權保護

我們尊重知識產權，並期望用戶及學生亦遵守。對侵犯他人權利的內容，我們將刪除並可能禁用重複侵權者帳戶，包括在不退款的情況下將學生從課程中移除。

版權申訴

如您認為本網站內容侵犯您的版權，請向學院的版權代理提交：

1. 被聲稱侵權的作品識別
2. 侵權材料及其在網站上的位置
3. 聯絡信息（電話、地址、電子郵件）
4. 誠信聲明表明未經授權使用
5. 在偽證罪下聲明通知準確且您有權代表版權擁有者行事
6. 實體或電子簽名

聯絡我們：sanehk.aroma@gmail.com

一般法律條款

1. 未執行不放棄權利：如我們未能執行任何條款，不代表放棄日後執行該條款的權利。



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2. 完整協議：本條款及我們其他已發布的政策構成您與本院之間關於網站使用的完整協議，取代所有先前協議。
3. 條款可分割：如任何條款被認定為不可執行，其他條款仍在法律允許範圍內有效。
4. 條款修改：我們可隨時修改這些條款，無需另行通知。更新後的條款自發布日起生效，請定期查看此頁面，以確保持續接受條款。