

PRIVACY POLICY:

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. We will never sell your personally identifiable information to anyone.

SECURITY POLICY:

Your payment and personal information is always safe. Our Secure Sockets Layer (SSL) software is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the Internet.

PAYMENT POLICIES

Deposits:

A minimum deposit of half the fee is required in advance to reserve individual seats in all classes or confirm a group's date/time choice in our schedule. You may secure your scheduling by providing debit/credit card information and, if you wish to avoid the associated processing fee, pay in full by cash or check at the class; we will then reverse the charge against your card in the amount of your deposit. Pre-payment of the minimum deposit is required but you may choose to pay up to the full charge for your class using one of the methods of payment accepted and outlined here:

- **Debit/credit card** payments may be entered by the card holder using the payment buttons on our website
- **PayPal** payments can be accepted using the account "contact@HeartlandCPR.com"
- **Cash/check** payments made payable to "**Heartland CPR**" can be accepted securely using the 24-hour lockbox located outside "Suite B" at our office or sent via US mail to our mailing address

Office/lockbox location:

Heartland CPR
Oak Leaf Business Complex
8101 NW 10th St, Suite #B5
Oklahoma City, OK 73127

Mailing address:

Heartland CPR
10305 Walnut Hollow Dr
Oklahoma City, OK 73162

Reservations:

Reservations are contingent upon the timely receipt of deposit (if not secured by credit card), as available openings are assigned on a first-paid/first-served basis.

Cancellations:

Should it become necessary to modify, reschedule or cancel a reservation, please notify us as early as possible so that the opening can be offered to others in need of training and unnecessary supplies aren't ordered and prepared. Cancellations or changes are subject to forfeiture of the deposit (half the fee). Approved refunds (i.e. payments in excess of the deposit, reversals, etc) will be provided by the same method as the original payment within seven (7) days of the class for which the deposit/payment was left in deposit

Financing Option:

Financing options for purchases exceeding \$99 are offered to our customers as a convenience by a third party, Paypal, and are subject to their credit approval process and terms.