

## Billing Policy & Payment Authorization

Interweaving Journeys & Matteo Colaciello (Matt Williams)

Matteo Colaciello offers integrative, transpersonal coaching and spiritual direction services through Interweaving Journeys. The fee for individual sessions is:

- \$250 for the initial session
- \$200 per hour for ongoing sessions

Payment is due at the time of service unless otherwise agreed upon in advance.

Occasionally, additional support between sessions may take place by phone. When these conversations extend beyond a brief logistical check-in, they may be billed in 15-minute increments (\$50 per increment). Short check-ins or scheduling-related communication are generally not billed.

Matteo has earned a Master's degree in Counseling and is currently working toward licensure in the State of Florida. In this context, however, he is offering coaching and spiritual direction services and is not serving in the role of a licensed psychotherapist or mental health provider.

These services are not psychotherapy and are not intended to diagnose, treat, or cure any mental health condition. Coaching services are not eligible for reimbursement through medical or mental health insurance plans.

- I understand that Matteo Colaciello is providing coaching and spiritual direction services, not psychotherapy.

### Scheduling & Cancellations

Matteo offers a limited number of sessions each week. When appointments are missed or cancelled at short notice, it often means that time cannot be offered to someone else who may be waiting for support.

Appointments cancelled with less than 48 hours' notice, or missed without prior communication, may be charged at the full session fee. Exceptions for illness or unavoidable circumstances may be made at Matteo's discretion.

- I understand and agree to the 48-hour cancellation policy described above.

### Payment Process & Authorization

Matteo works as an independent contractor with Sabrina S. Santa Clara, PLLC and Interweaving Journeys. Billing for sessions for US clients is processed through IvyPay via Sabrina S. Santa Clara, PLLC. Prior to your first session, you will receive a text message invitation from IvyPay to enter your payment information. By completing this process, you authorize Sabrina S. Santa Clara, PLLC to charge your card for scheduled sessions and any applicable late cancellation or missed session fees in accordance with this policy. You will receive notification whenever a charge is processed.

International clients may arrange payment through SabrinaSantaClara.com, via PayPal, wise or another mutually agreed-upon payment method.



I authorize Sabrina S. Santa Clara, PLLC to charge my payment method for services provided by Matteo Colaciello in accordance with this policy.

## Privacy

While this work is not psychotherapy, Matteo Colaciello maintains professional standards of privacy and discretion consistent with ethical coaching and spiritual direction practices. However, legal confidentiality protections that apply within a clinical therapeutic relationship may not apply in the same way in this coaching context.

I understand the limits of confidentiality described above.

## Signatures

By signing below, I acknowledge that I have read and understand this Billing Policy & Payment Authorization and agree to these terms as part of my work with Matteo Colaciello through Interweaving Journeys.

\_\_\_\_\_  
Printed Client Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
US phone number or international phone number with country code

## Third-Party Payment Authorization (if applicable)

I authorize Sabrina S. Santa Clara, PLLC to charge my payment method for services provided to the above-named participant by Matteo Colaciello in accordance with this Billing Policy.

\_\_\_\_\_  
Payor Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
US phone number or international phone number with country code

